

**2006 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
South Dakota Department of Health  
Office of Data, Statistics & Vital Records  
600 East Capitol Avenue  
Pierre, South Dakota 57501-2356  
Phone: 605-773-3361  
Fax: 605-773-5683

**Assisted Living Centers**

Please return by: **May 26, 2006**

Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to assisted living center positions.

Assisted Living Centers	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> , 2006		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> , 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nursing Assistant						
Dietitian						
Licensed Practical Nurse						
Nursing Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Diploma)						
R.N. (Master's Degree)						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)  
☐ No (**Please precede to the contact information at the end of the survey, complete the information and submit**)
- |  |   |
|--|---|
| <input type="checkbox"/> Certified Nursing Assistant | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Dietitian                   | <input type="checkbox"/> R.N. (Diploma)           |
| <input type="checkbox"/> License Practical Nurse     | <input type="checkbox"/> R.N. (Master's Degree)   |
| <input type="checkbox"/> Nursing Assistant           | <input type="checkbox"/> None of the above        |
| <input type="checkbox"/> R.N. (Associate Degree)     |   |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____	( _____ )
Name (please print)	(Area Code) Telephone Number

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**State of South Dakota, Department of Health**

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**Certified End-Stage Renal Disease Facilities**

Please return by: **May 26, 2006**

Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to certified end-stage renal disease facility positions.**

Certified End-Stage Renal Disease Facilities	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2006		Current total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Dietitian						
Licensed Practical Nurse						
Medical Laboratory Technician						
Medical Technologist						
Nephrologist						
Pharmacist						
Pharmacist Technician						
Physician						
Physical Therapist						
Physical Therapist Assistant						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please precede to the contact information at the end of the survey, complete the information and submit)

**OVER**

\_\_\_\_\_  
Name (please print) Title ( )  
\_\_\_\_\_  
(Area Code) Telephone Number

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**Certified Home Health Agencies**

Please return by: **May 26, 2006**

Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to certified home health agency positions.**

Certified Home Health Agencies	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2006		Current Budgeted Vacancies as of Jan 31 <sup>st</sup> 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nursing Assistant						
Licensed Practical Nurse						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months, have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)  
☐ No (**Please precede to the contact information at the end of the survey, complete the information and submit**)
- |  |   |
|--|---|
| <input type="checkbox"/> Certified Nursing Assistant | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> License Practical Nurse     | <input type="checkbox"/> R.N. (Master's Degree)   |
| <input type="checkbox"/> R.N. (Associate Degree)     | <input type="checkbox"/> None of the above        |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. \_\_\_\_ Applicants lack the qualifications we want  
b. \_\_\_\_ Lack of applicants  
c. \_\_\_\_ Company/Industry doesn't pay enough  
d. \_\_\_\_ Job entails shift work of undesirable hours  
e. \_\_\_\_ Too much competition from other employers  
f. \_\_\_\_ People with required skills don't want to relocate to this area  
g. \_\_\_\_ Lack of resources to carry out effective recruitment  
h. \_\_\_\_ Other (specify) \_\_\_\_\_  
i. \_\_\_\_ Nothing  
j. \_\_\_\_ Not applicable

**OVER**

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- i. ☐ Reduced continuity of care
- a. ☐ Reduced staff to patient ratio
- b. ☐ Difficulty meeting safety or health standards
- c. ☐ Reduction in services because of increased costs or lack of staff
- d. ☐ Increased training costs
- e. ☐ Increased hiring or recruitment costs
- f. ☐ Inability to fulfill paperwork requirements
- g. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____	_____	(_____)_____
Name (please print)	Title	(Area Code) Telephone Number

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**State of South Dakota, Department of Health**

Please return to:  
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600 East Capitol Avenue  
Pierre, South Dakota 57501-2356  
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**Clinics**

Please return by: **May 26, 2006**

Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to clinic positions.

Clinics	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2006		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nurse Midwife						
Certified Nurse Practitioner						
Certified Registered Nurse Anesthetist						
Clinical Nurse Specialist						
Licensed Practical Nurse						
Medical Assistant						
Medical Laboratory Technician						
Medical Technologist						
Occupational Therapist						
Physician						
Physician Assistant						
Physical Therapist						
R.N. (Associate Degree)						
R.N. (Diploma)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Radiological Technologist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

**Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please precede to the contact information at the end of the survey, complete the information and submit)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Certified Nurse Midwife                | <input type="checkbox"/> Medical Laboratory Tech | <input type="checkbox"/> R.N. (Diploma)           |
| <input type="checkbox"/> Certified Nurse Practitioner           | <input type="checkbox"/> Medical Technologist    | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Certified Registered Nurse Anesthetist | <input type="checkbox"/> Occupational Therapist  | <input type="checkbox"/> R.N. (Master's Degree)   |
| <input type="checkbox"/> Clinical Nurse Specialist              | <input type="checkbox"/> Physician               | <input type="checkbox"/> Radiological Technician  |
| <input type="checkbox"/> Licensed Practical Nurse               | <input type="checkbox"/> Physician Assistant     | <input type="checkbox"/> None of the above        |
| <input type="checkbox"/> Medical Assistant                      | <input type="checkbox"/> Physical Therapist      |   |
|   | <input type="checkbox"/> R.N. (Associate Degree) |   |

a. ☐ Applicants lack the qualifications we want

b. ☐ Lack of applicants

c. ☐ Company/Industry doesn't pay enough

d. ☐ Job entails shift work of undesirable hours

e. ☐ Too much competition from other employers

f. ☐ People with required skills don't want to relocate to this area

g. ☐ Lack of resources to carry out effective recruitment

h. ☐ Other (specify) \_\_\_\_\_

i. ☐ Nothing

j. ☐ Not applicable

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
(Area Code) Telephone Number



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**State of South Dakota, Department of Health**

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 Pierre, South Dakota 57501-2356  
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**Hospitals**

Please return by: **May 26, 2006**

Name of Facility: \_\_\_\_\_  
 Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to hospital positions.

Hospitals	Current Total Budgeted Positions as of January 31 <sup>st</sup> , 2006		Current Total Budgeted Vacancies as of January 31 <sup>st</sup> , 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part time	Full Time	Part time
Accredited Record Technician						
Audiologist						
Certified Coding Specialist						
Certified Dietary Manager						
Certified Nursing Assistant						
Certified Nurse Practitioner						
Chiropractor						
Clinical Nurse Specialist						
Dietitian						
Emergency Medical Technician						
Licensed Practical Nurse						
Medical Laboratory Technician						
Medical Technologist						
Certified Registered Nurse Anesthetists						
Nursing Assistant						
Occupational Therapist						
Occupational Therapists Assistant						
Operating Room Technician						
Paramedic						
Patient Care Technician						
Pharmacist						
Pharmacist Technician						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
Podiatrist						
Psychologist						
Psychiatrist						
Radiological Technologist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
R.N. (No Separation)						
Registered Record Administrator						
Respiratory Therapist						
Social Worker						
Speech Pathologist						
Surgical Technician						
Ultrasound Technician						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

**OVER**

## **Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)  
☐ No (**Please precede to the contact information at the end of the survey, complete the information and submit**)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accredited Record Technician           | <input type="checkbox"/> Nursing Assistant                | <input type="checkbox"/> Radiological Technologist        |
| <input type="checkbox"/> Audiologist                            | <input type="checkbox"/> Occupational Therapist           | <input type="checkbox"/> R.N. (Associate Degree)          |
| <input type="checkbox"/> Certified Coding Specialist            | <input type="checkbox"/> Occupational Therapist Assistant | <input type="checkbox"/> R.N. (Bachelor's Degree)         |
| <input type="checkbox"/> Certified Dietary Manager              | <input type="checkbox"/> Operating Room Technician        | <input type="checkbox"/> R.N. (Master's Degree)           |
| <input type="checkbox"/> Certified Nursing Assistant            | <input type="checkbox"/> Paramedics                       | <input type="checkbox"/> R.N. (No Separation)             |
| <input type="checkbox"/> Certified Nurse Practitioner           | <input type="checkbox"/> Patient Care Technician          | <input type="checkbox"/> Registered Record Administrators |
| <input type="checkbox"/> Chiropractor                           | <input type="checkbox"/> Pharmacist                       | <input type="checkbox"/> Respiratory Therapists           |
| <input type="checkbox"/> Clinical Nurse Specialist              | <input type="checkbox"/> Pharmacist Technician            | <input type="checkbox"/> Social Worker                    |
| <input type="checkbox"/> Dietitian                              | <input type="checkbox"/> Physician                        | <input type="checkbox"/> Speech Pathologist               |
| <input type="checkbox"/> Emergency Medical Technician           | <input type="checkbox"/> Physician Assistant              | <input type="checkbox"/> Surgical Technician              |
| <input type="checkbox"/> Licensed Practical Nurse               | <input type="checkbox"/> Physical Therapist               | <input type="checkbox"/> Ultrasound Technician            |
| <input type="checkbox"/> Medical Laboratory Technician          | <input type="checkbox"/> Physical Therapist Assistant     | <input type="checkbox"/> None of the above                |
| <input type="checkbox"/> Medical Technologist                   | <input type="checkbox"/> Podiatrist                       |   |
| <input type="checkbox"/> Certified Registered Nurse Anesthetist | <input type="checkbox"/> Psychologist                     |   |
|   | <input type="checkbox"/> Psychiatrist                     |   |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____	( _____ )
Name (please print)	(Area Code) Telephone Number

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**Inpatient Chemical Dependency Facilities**

Please return by: **May 26, 2006**

Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to inpatient chemical dependency facility positions.

Inpatient Chemical Dependency Facilities	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2006		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
CD Counselor						
Certified Nursing Assistant						
Dietitian						
Licensed Practical Nurse						
Nursing Assistant						
Physician						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months, have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please precede to the contact information at the end of the survey, complete the information and submit)
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> CD Counselor                | <input type="checkbox"/> Nursing Assistant       | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Certified Nursing Assistant | <input type="checkbox"/> Physician               | <input type="checkbox"/> R.N. (Master's Degree)   |
| <input type="checkbox"/> Dietitian                   | <input type="checkbox"/> Psychologist            | <input type="checkbox"/> Social Worker            |
| <input type="checkbox"/> License Practical Nurse     | <input type="checkbox"/> Psychiatrist            | <input type="checkbox"/> None of the above        |
|  | <input type="checkbox"/> R.N. (Associate Degree) |   |

**OVER**

a. ☐ Applicants lack the qualifications we want

b. ☐ Lack of applicants

c. ☐ Company/Industry doesn't pay enough

d. ☐ Job entails shift work of undesirable hours

e. ☐ Too much competition from other employers

f. ☐ People with required skills don't want to relocate to this area

g. ☐ Lack of resources to carry out effective recruitment

h. ☐ Other (specify) \_\_\_\_\_

i. ☐ Nothing

j. ☐ Not applicable

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

( ) \_\_\_\_\_  
(Area Code) Telephone Number

**2006 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
 South Dakota Department of Health  
 Office of Data, Statistics & Vital Records  
 600 East Capitol Avenue  
 Pierre, South Dakota 57501-2356  
 Phone: 605-773-3361  
 Fax: 605-773-5683

**Intermediate Care Facilities for the Mentally Retarded**

Please return by: **May 26, 2006**

Name of Facility: \_\_\_\_\_  
 Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to intermediate care facilities for the mentally retarded positions.**

Intermediate Care Facilities for the Mentally Retarded	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2006		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Case Manager						
Certified Dietary Manager						
Certified Nurse Practitioner						
Certified Nursing Assistant						
Dietitian						
Licensed Practical Nurse						
Nursing Assistant						
Occupational Therapist						
Occupational Therapists Assistant						
Pharmacist						
Pharmacist Technician						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Restorative Aides						
Social Worker						
Speech Pathologist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**OVER**

**Hard to Fill Vacancies**

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Case Manager                 | <input type="checkbox"/> Occupational Therapist            | <input type="checkbox"/> Psychologist             |
| <input type="checkbox"/> Certified Dietary Manager    | <input type="checkbox"/> Occupational Therapists Assistant | <input type="checkbox"/> Psychiatrist             |
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> Pharmacist                        | <input type="checkbox"/> R.N. (Associate Degree)  |
| <input type="checkbox"/> Certified Nursing Assistant  | <input type="checkbox"/> Pharmacist Technician             | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Dietitian                    | <input type="checkbox"/> Physician                         | <input type="checkbox"/> R.N. (Master's Degree)   |
| <input type="checkbox"/> Licensed Practical Nurse     | <input type="checkbox"/> Physician Assistant               | <input type="checkbox"/> Restorative Aides        |
| <input type="checkbox"/> Nursing Assistant            | <input type="checkbox"/> Physical Therapist                | <input type="checkbox"/> Social Worker            |
|   | <input type="checkbox"/> Physical Therapist Assistant      | <input type="checkbox"/> Speech Pathologist       |
|   |  | <input type="checkbox"/> None of the above        |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- ☐ Applicants lack the qualifications we want
- ☐ Lack of applicants
- ☐ Company/Industry doesn't pay enough
- ☐ Job entails shift work of undesirable hours
- ☐ Too much competition from other employers
- ☐ People with required skills don't want to relocate to this area
- ☐ Lack of resources to carry out effective recruitment
- ☐ Other (specify) \_\_\_\_\_
- ☐ Nothing
- ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- ☐ Reduced continuity of care
- ☐ Reduced staff to patient ratio
- ☐ Difficulty meeting safety or health standards
- ☐ Reduction in services because of increased costs or lack of staff
- ☐ Increased training costs
- ☐ Increased hiring or recruitment costs
- ☐ Inability to fulfill paperwork requirements
- ☐ Burnout of existing staff
- ☐ Inability to terminate undesirable or marginal staff
- ☐ Lower qualification of new employees
- ☐ Administrative staff working direct care
- ☐ Reduced training for new employees
- ☐ Other (specify) \_\_\_\_\_
- ☐ Nothing
- ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- ☐ Offered higher pay
- ☐ Offered better benefits (health insurance, pension, holidays, time off)
- ☐ Offered signing bonuses
- ☐ Increased recruitment efforts (locally and different geographical areas)
- ☐ Increased Public Relations
- ☐ Increased training and development within workforce
- ☐ Changed work practices (flexible hours, work from home)
- ☐ Provided childcare support
- ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- ☐ Recruited people from other organizations
- ☐ Other (specify) \_\_\_\_\_
- ☐ Nothing
- ☐ Not applicable

OVER

**Contact Information**

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____	_____	( _____ ) _____
Name (please print)	Title	(Area Code) Telephone Number



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**State of South Dakota, Department of Health**

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 Fax: 605-773-5683

**Nursing Facilities**  
**2006**

Please return by: **May 26,**

Name of Facility: \_\_\_\_\_  
 Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and contracted. Please note: The following questions apply only to nursing facility positions.

Nursing Facilities	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> , 2006		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> , 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Accredited Record Technician						
Certified Coding Specialist						
Certified Dietary Manager						
Certified Nurse Practitioner						
Certified Nursing Assistant						
Dietitian						
Health Unit Clerk						
Licensed Practical Nurse						
MDS Coordinator						
Occupational Therapist						
Occupational Therapist Assistant						
Physician						
Physical Therapist						
Physical Therapist Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
R.N. (No Separation)						
Restorative Aides						
Social Worker						
Speech Pathologist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please proceed to contact information at end of survey, complete information and submit)  
**OVER**

- |  |   |
|--|---|
| <input type="checkbox"/> Accredited Record Technician      | <input type="checkbox"/> Physician                    |
| <input type="checkbox"/> Certified Coding Specialist       | <input type="checkbox"/> Physical Therapist           |
| <input type="checkbox"/> Certified Dietary Manager         | <input type="checkbox"/> Physical Therapist Assistant |
| <input type="checkbox"/> Certified Nurse Practitioner      | <input type="checkbox"/> R.N. (Associate Degree)      |
| <input type="checkbox"/> Certified Nursing Assistant       | <input type="checkbox"/> R.N. (Bachelor's Degree)     |
| <input type="checkbox"/> Dietitian                         | <input type="checkbox"/> R.N. (Master's Degree)       |
| <input type="checkbox"/> Health Unit Clerk                 | <input type="checkbox"/> R.N. (No Separation)         |
| <input type="checkbox"/> License Practical Nurse           | <input type="checkbox"/> Restorative Aides            |
| <input type="checkbox"/> MDS Coordinator                   | <input type="checkbox"/> Social Worker                |
| <input type="checkbox"/> Occupational Therapist            | <input type="checkbox"/> Speech Pathologist           |
| <input type="checkbox"/> Occupational Therapists Assistant | <input type="checkbox"/> None of the Above            |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____	( _____ ) _____
Name (please print)	Title (Area Code) Telephone Number

**2006 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

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South Dakota Department of Health  
Office of Data, Statistics & Vital Records  
600 East Capitol Avenue  
Pierre, South Dakota 57501-2356  
Phone: 605-773-3361  
Fax: 605-773-5683

**Rural Health Clinics**

Please return by: **May 26, 2006**

Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to rural health clinic positions.**

Rural Health Clinics	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2006		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nurse Practitioner						
Licensed Practical Nurse						
Physician						
Physician Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2005. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)

- |   |   |
|---|---|
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> R.N. (Associate Degree)  |
| <input type="checkbox"/> License Practical Nurse      | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Physician                    | <input type="checkbox"/> R.N. (Master's Degree)   |
| <input type="checkbox"/> Physician Assistant          | <input type="checkbox"/> None of the above        |
| <input type="checkbox"/>                              |   |

k. ☐ Applicants lack the qualifications we want

l. ☐ Lack of applicants

m. ☐ Company/Industry doesn't pay enough

n. ☐ Job entails shift work of undesirable hours

o. ☐ Too much competition from other employers

p. ☐ People with required skills don't want to relocate to this area

q. ☐ Lack of resources to carry out effective recruitment

r. ☐ Other (specify) \_\_\_\_\_

s. ☐ Nothing

t. ☐ Not applicable

- j. ☐ Reduced continuity of care
- k. ☐ Reduced staff to patient ratio
- l. ☐ Difficulty meeting safety or health standards
- m. ☐ Reduction in services because of increased costs or lack of staff
- n. ☐ Increased training costs
- o. ☐ Increased hiring or recruitment costs
- p. ☐ Inability to fulfill paperwork requirements
- q. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- p. ☐ Lower qualification of new employees
- q. ☐ Administrative staff working direct care
- r. ☐ Reduced training for new employees
- s. ☐ Other (specify) \_\_\_\_\_
- t. ☐ Nothing
- u. ☐ Not applicable

n. ☐ Offered higher pay

o. ☐ Offered better benefits (health insurance, pension, holidays, time off)

p. ☐ Offered signing bonuses

q. ☐ Increased recruitment efforts (locally and different geographical areas)

r. ☐ Increased Public Relations

s. ☐ Increased training and development within workforce

t. ☐ Changed work practices (flexible hours, work from home)

u. ☐ Provided childcare support

v. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)

w. ☐ Recruited people from other organizations

x. ☐ Other (specify) \_\_\_\_\_

y. ☐ Nothing

z. ☐ Not applicable

\_\_\_\_\_  
Name (please print) Title ( )  
(Area Code) Telephone Number